

## Mobile Vendor Setup Instructions

We understand that setting up at an event can be very busy for all parties involved. This document was put together to assist mobile vendors in better understanding why and what the City of Penticton is requesting from you or your business when setting up on City-owned land.

**Driving vehicles in parks:** Pre-approval is required for any vehicles driving in a public park. **At no time are vehicles permitted to drive near or to be parked under a tree.** If you must drive in a park for setup or tear down at an event, please follow the guidelines listed below:

- Use vehicle gates only to enter park area and where possible, keep vehicles on hard surfaces;
- Assign one person to walk in front of your vehicle and be aware of pedestrians, cyclists, dogs, etc.;
- Drive at a walking pace and ensure hazard lights are on while driving in a park area;
- Avoid driving on sprinkler heads and valve boxes;

**Securing Structures with Pegs/Stakes:** You **MUST NOT** penetrate the ground unless you have received written permission from the City of Penticton. If permission is granted vendors must:

- Review the Safe Tent Zone site map for your event location;
- **Locates - Blue lines sprayed on the ground denote irrigation, red lines denote electrical;**
- **Ensure stakes/pegs are a minimum of one meter away** from all locates, light standards, pedestals, utility or irrigation boxes, sprinklers, walkways, hard surfaces or any other existing permanent infrastructure

**Electrical:** Prior to the event, it is the event organizer's responsibility to provide mobile vendors with the type of adaptor required to connect to power.

**Water Spigot Deposit:** If you require a water spigot to provide food services, you must request this from the event organizer. There is a \$25 deposit per water spigot. Should you not return the water spigot, there will be a \$25 charge.

**Food Disposal Plan:** There must be a plan to dispose of garbage, recycling and other products from food preparation. Vendors are not permitted to dump grease, grey water or ice onto the turf areas, bricks, toilets, sinks or into garbage containers. Grease containment and grey water disposal units must be provided by the event organizer. All spills must be cleaned up by the vendor. **Park services do not provide waste removal services for events.**

### Mobile Vendor Checklist:

- Inspection from Fire Department
- Interior Health Operating Permit
- Food Safe Certification